WEST BENGAL

Administration: There was no change in the administrative set up during 1976-77.

Budget: During the year under report there was no separate budget provision for the State Archives of West Bengal. The expenditure was met from the total grant allocated to the Education Department as a whole.

Building: The State Archives has a building of its own.

Record Management: During the period under report 15,715 files of the Home, Finance and Education Department were appraised and out of these 15,276 files were found fit for permanent retention. The retention schedule was followed while reviewing the files.

Research and Reference: 124 research scholars availed themselves of the research facilities. 165 queries on records from private agencies/individuals were attended to. 2,368 requisitions by Government agencies and 2,188 requisitions by research scholars were attended to.

Reference Media: The work of preparation of the Press Lists of the records of the Revenue Department from 1787 onwards and of the Board of Trade Commercial from 1777 onwards is in progress. In order to prepare Consolidated Index to the records of the post-Mutiny period, 423 index slips to the records of Home (Police) Department 1943 and 250 index slips to the records of Home (Press) Department 1945 were prepared.

Publication Programme: The Administrative Report of the State Archives of West Bengal, 1972-75 was published during the period under report. The type script of the Guide to the Records in the State Archives of West Bengal, Part I, 1758-1858 was sent to the press.

Preservation of Records: 37,525 brittle and damaged pages were repaired and 277 volumes were rebound. 1,300 maps were fumigated; and 350 files and 700 books were similarly treated in the paradichlorobenzene chamber.

Photo-Duplication: A microfilm camera with its accessories have been purchased in February, 1977. The microfilming unit of the State Archives is expected to be put into operation very soon. The proceedings volumes of the Judicial Department from 1876 to 1900 and of the General Department from 1859 to 1865 were microfilmed.

Library: 989 books were acquired during the period under review.

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